

Special Education Compliance Investigation Case # _____

(Complainant)		(Public Education Agency)	
(Student)		(Address of Public Agency)	
		(Superintendent)	
		(County)	
CITATION(S):		ALLEGATION(S):	
1.			
2.			
3.			
EVIDENCE (Describe the situation in chronological order):			

FINDINGS OF FACT (For each allegation, state the facts upon which you are basing your conclusions)

CONCLUSION(S) (State compliant or non-compliant for each allegation):

REQUIRED CORRECTIVE ACTION(S)

_____ Not Required

_____ Required

(For each determination of non-compliance, (1) describe the corrective action; (2) state timelines for completion of the action; (3) describe how the agency will verify the completion of the action and (4) provide the date the agency will send the evidence of completion of the corrective action to the California Department of Education, Special Education Division, Focused Monitoring and Technical Assistance Unit, P.O. Box 944272, 515 L Street, Suite 270, Sacramento, CA 94244-2720):

The signatures below indicate that the complaint has been satisfactorily resolved. The District and SELPA provide assurance that this resolution is consistent with required special education federal and state laws and regulations. Note: Appeal procedures are on the reverse side of this form.

Complainant	Date	Superintendent	Date
SELPA Administrator	Date	CMM Consultant	Date
Local District Special Education Administrator	Date	Dr. Alice D. Parker Assistant Superintendent Director, Special Education Division	Date
cc: All Noticed Parties			

The following information is placed on the back of the Report of Local Complaint Resolution form and must be proved to each party to the complaint:

California State Superintendent of Public Instruction

Discretionary Reconsideration of a California Department of Education, Special Education Compliance Report

Either party may ask the Superintendent of Public Instruction for a reconsideration by writing and postal mailing directly to

California Department of Education
Special Education Division
Complaints Management and Mediation Unit
Attention: Complaint Reconsideration
P.O. Box 944272
515 L Street, Suite 270
Sacramento, CA 94244-2720
(Do not send by FAX or e-mail.)

The request will be acknowledged by the Department within 15 days. The reconsideration process is a discretionary process and not legally required. However, the Department maintains high standards for the investigation process and report development, and supports a review of those cases where the following requirements are met:

- The request for reconsideration must be made within 40 days of the date of compliance report. This timeline includes 5 days for the mailing of the report and an additional 35 days from the receipt of the compliance report.
- The request for reconsideration must be documented as a concern regarding
 1. procedural requirements (i.e., the complainant must have had the opportunity to provide information to the investigator
 2. accuracy of evidence that affects the conclusion of compliance/non-compliance (i.e., new information is provided that was not requested during the investigation that may affect the determination of compliance), and/ or
 3. a disagreement with the conclusion of compliance/non-compliance (i.e., conflicting citations or requirements).

After acknowledging the request for reconsideration, the Department will review the new information provided. When the review is completed, a letter will be issued outlining any further action or amendment to the original complaint. Although a timeline is not established for the reconsideration of a complaint, the Department's intention is to process each request for reconsideration in a timely manner.

Pending the Superintendent's reconsideration, this compliance report and all corrective actions remain in effect and enforceable, per Title 5, California Code of Regulations section 4665(a). A request for reconsideration does not suspend prescribed timelines for corrective actions.